

**USDA-ARS-NPA
Fort Collins, Colorado
Policy Memorandum**

DATE:	August 24, 2005
SUBJECT:	Fort Collins Training Policy
NUMBER:	FM-05-004
EFFECTIVE DATE:	Immediately Until Replaced or Superseded

1. Purpose

This document establishes the training policy for Fort Collins, Colorado (Research Units and Area Office).

2. Upon Entering on Duty:

All Employees:

Civil Rights/EEO
Sexual Harassment Prevention
Employee Assistance Program
Handling Diversity in the Work Place
Workplace Violence
Occupant Emergency Plan
IT Security
Federal Worker Injury Compensation
Hazard Communication
Ergonomics
Environmental Management System

Laboratory Workers Requirements:

All of the above
CSU's Hazardous Waste Generator Course
Occupation Medical Surveillance Program
Chemical Hygiene Plan
Hazardous Waste Plan
Respiratory Protection (if required to wear respirator)
Hearing Conservation

Field Workers Requirements:

All courses under "all employees"
Workers' Protection Standard

All Supervisors

All that new employees receive

Supervisory EAP Training: Managing the Trouble Employee

Annual “Refresher” Training:

IT Security

Occupant Emergency Plan

Occupation Medical Surveillance

Federal Worker Injury Compensation

Hazard Communication Plan

Chemical Hygiene Plan

Hazardous Waste Plan

Respiratory Protection (if required to wear respirator)

Hearing Conservation

Ergonomics

Environmental Management System

Fire Drills

Fire Extinguisher

Courses Offered on a Routine Basis:

Employee Assistance Program (EAP) Orientation

Supervisory EAP Training: Managing the Trouble Employee

Occupational Medical Surveillance Program

Federal Worker Injury Compensation

Defensive Driving

First Aid/AED/CPR

Mid-Career Retirement Planning

Pre-retirement Planning

Financial Planning

Purchase Cardholder Training

Purchase Card Management System

CRIS Allocation Tracking System (CATS)

4. Point of Contact

For further information please contact the Deputy Area Director at 970-492-7001.

/s/

W.H. BLACKBURN

Area Director

Northern Plains Area